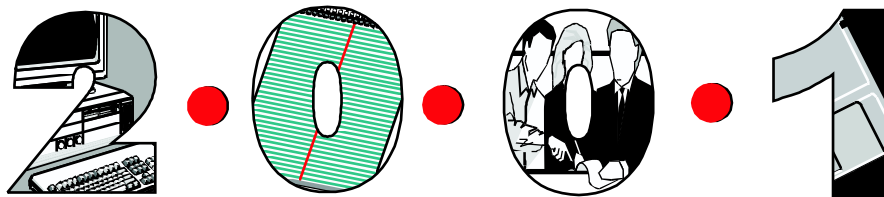# *"DRAFT"* 2001 TAI TRAINING CATALOG

COMMENTS?

Please send to Sylvia Ball.

All comments due by 8/4/00

2·0·0·1

PHONE: (202) 283-1674/1372/1292
FAX: (202) 283-1130/1517

INTERNET WEBSITE: http://www.procurement.irs.treas.gov/tai.htm

TREASURY ACQUISITION INSTITUTE
FISCAL YEAR 2001 TRAINING CATALOG

TABLE OF CONTENTS

SECTION 1

PROGRAM OVERVIEW

TREASURY ACQUISITION INSTITUTE OVERVIEW

The Treasury Acquisition Institute (TAI) was established by the Department of the Treasury and the Internal Revenue Service in partnership with the other Treasury Bureaus on September 14, 1993. TAI was created to coordinate and lead Departmental and Bureau efforts to obtain the best training possible for their acquisition professionals.

Since commencement, other Federal agencies and organizations have participated in the TAI training program. The current mission of TAI is to obtain cost- effective training solutions to ensure that all participating agencies and organizations receive the finest acquisition training to develop world-class acquisition professionals.

The following is a list of organizations that TAI has served:

Architect of the Capitol
Architectural and Transportation Barriers Compliance Board
Bureau of Alcohol, Tobacco, and Firearms
Bureau of Engraving and Printing
Bureau of the Census
Bureau of the Public Debt
D.C. Department of Administrative Services
Department of Agriculture
Department of Justice
Department of Labor
Executive Office of the President
Federal Emergency Management Agency
Federal Law Enforcement Training Center
Federal Reserve Board
Financial Management Service
General Accounting Office
National Credit Union Administration
National Gallery of Art

PROGRAM OVERVIEW

National Oceanic and Atmospheric Administration
Office of the Comptroller of the Currency
Office of Thrift Supervision
Pension Benefit Guaranty Corporation
Small Agency Council
Treasury Departmental Offices
U.S. Coast Guard
U.S. Customs Service
U.S. Mint
U.S. Secret Service
U.S. Securities and Exchange Commission

SECTION 2

GENERAL INFORMATION

ABOUT OUR CATALOG

This Fiscal Year 2001 Training Course Catalog contains descriptions of courses in federal acquisition and personal development training. We offer results-oriented courses and a professional training environment. Clear and exciting presentations, practical examples, and enriching course materials all help to reinforce major teaching points. Our instructors encourage class discussion and participation to create an environment in which students can learn through sharing and evaluating their experiences.

HOW TO GET MORE INFORMATION

We can be reached at:

Nick Nayak
Program Manager
(202) 283-0983
Nick.R.Nayak@.irs.gov

Sylvia Ball
Assistant Program Manager
(202) 283-1675
Sylvia.Ball@irs.gov

Diana Allison
Management Analyst
(202) 283-1674
Diana.I.Allison@irs.gov

Serrina Winslow
Management Analyst
(202) 283-1292
Serrina.D.Winslow@irs.gov

Shonda Yates
Management Analyst
(202) 283-1372
Shonda.N.Yates@irs.gov

GENERAL INFORMATION

HOW TO REGISTER

Registration is a simple, 4-step process:

1)   Make a copy of the registration form on page 61 of this catalog.

2)   Complete your personal information and the course information.

3)   Have your supervisor indicate approval to attend the session by signing the form.

4)   Fax or mail your completed registration form to us. Our fax number is (202) 283-1130 or (202) 283-1517. Our mailing address is:

> Internal Revenue Service
> Constellation Centre
> 6009 Oxon Hill Road
> M:P:P – 7th Floor
> Oxon Hill, MD 20745
> Attn: Diana Allison

If you have questions or need additional information, please call (202) 283-1674.

REGISTRATION CONFIRMATION

You should receive a confirmation within three days of our receipt of your request. If you do not receive a fax or e-mail confirmation within three days, please call Diana Allison at (202) 283-1674. Individuals are responsible for making their own travel arrangements. However, no travel arrangements should be made until you receive your fax or e-mail confirmation of registration.

GENERAL INFORMATION

WITHDRAWAL/SUBSTITUTION/CANCELLATION POLICIES

1. If you are unable to attend a class for which you are confirmed, send us a note with your supervisor's signature two weeks before the class start date.

2. If your office wishes to substitute a participant, the substitute participant must complete a registration form. Send us the registration form with a note indicating for whom the participant is substituting. Substitutions are allowed up to the class start date.

3. If TAI has to cancel a course for administrative reasons, we will make every effort to notify all confirmed participants. When we contact you, we will be happy to discuss enrolling you in a future session.

WAITING LIST

Because of the popularity of our program, many of our courses do fill quickly. When we notify you that the session you requested is full, please let us know if you are interested in being placed on the waiting list. If space becomes available we will contact you.

DRESS POLICY FOR CLASS

The dress policy is casual business attire (no shorts). For your comfort we suggest you bring a jacket or sweater.

REASONABLE ACCOMODATIONS

If you have special needs, please contact TAI. We will make every effort to accommodate your request.

GENERAL INFORMATION

ATTENDANCE

You are expected to attend all sessions of the course. If you have to be absent from any portion of the course, notify your supervisor, instructor, and a TAI staff member. Significant absences from the classroom may be reported to your supervisor and may result in your not receiving a certificate of completion.

TRAINING CERTIFICATE

Students who successfully complete training will receive a certificate of completion.

RECEIVING MESSAGES DURING CLASS HOURS

Messages for students attending class may be left at (202) 283-1674, 283-1292 or 283-1372. Students should check for messages during breaks.

SMOKING

Smoking is prohibited in the building.

HOTEL ACCOMMODATIONS

For hotel availability please call the Treasury Acquisition Institute.

GENERAL INFORMATION

From Virginia: Take 495 North over the Woodrow Wilson Bridge (ending up on the Maryland side). Take Exit 4A to Oxon Hill. Stay in the right-hand lane. The building will be approximately ¼ mile on the right hand side next to the Oxon Hill Home Depot.

From Maryland: Take 495 South (staying on the Maryland side) towards Richmond/Alexandria. Take Exit 4A to Oxon Hill. Stay in the right-hand lane the building will be approximately ¼ mile on the right hand side next to the Oxon Hill Home Depot.

From Washington: Take 295 South to 95 North towards Baltimore. Take Exit 4A to Oxon Hill. Stay in right-hand lane. The building will be approximately ¼ mile on right hand side next to the Oxon Hill Home Depot.
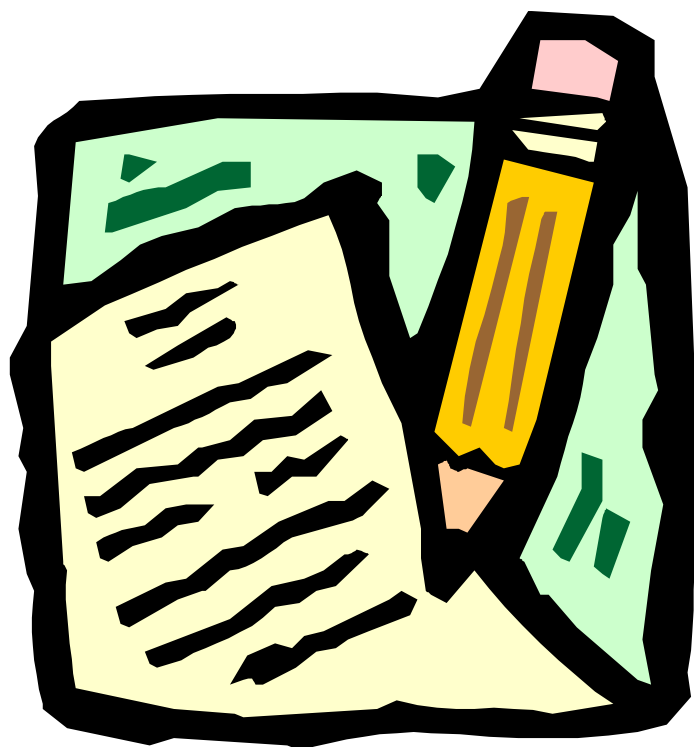
If lost, please call (202) 283-1674, 283-1292 or 283-1372.

SECTION 3

TAI FY 2001 SCHEDULE OF COURSES

TREASURY ACQUISITION INSTITUTE
FY 2001 SCHEDULE OF COURSES

MONTH	DATE	COURSE TITLE
October	02-06	COTR Training
	02-04	Managing Projects in Organizations
	10-11	Developing an Independent Government Cost Estimate
	16-17	Contracting for Commercial Items
	18	Internet-Based Market Research
	18	IRS Purchase Card Training
	18-20	Writing Work Statements for Information Technology Resources
	23	Enhanced Communication in the Workplace
	24-26	Writing Performance-Based Statements of Work
	30	Task Order Contracting
	30-31	A-76 Contracting
	30-11/03	COTR Training
November	07-09	7 Habits of Highly Effective People
	09	Becoming an Effective Consultant to Your Agency
	13-17	COTR Training
	15	IRS Purchase Card Training
	16-17	Facilitation Skills for Acquisition Personnel
	27-12/01	COTR Training
December	04-06	Risk Management
	05	Dealing with Difficult People
	06	Presentation Advantage

December **(cont.)**	11-15	COTR Training
	13	IRS Purchase Card Training
	18-20	Information Technology (IT) Contracting

January	04	Providing Sizzling Customer Service
	08-09	Contracting Basics for Administrative & Support Personnel
	08-12	COTR Training
	10	IRS Purchase Card Training
	16-18	Writing Performance-Based Statements of Work
	17	Internet-Based Market Research
	22-02/02	Government Contract Law (CON210)
	23-24	Developing an Independent Government Cost Estimate
	29-02/02	COTR Training
	31	What Matters Most (Formerly Time Management)

February	01-02	Making Acquisition Reform Work
	05-07	Quality for Project Managers
	06	Making Meetings Work
	06-09	Federal Appropriations Law
	07	IRS Purchase Card Training
	12-16	Best Value - Source Selection
	12-16	Executive Contracting (CON301)
	21-22	GWACs, IDIQ Contracts & Schedules
	23	Negotiating Commercial Item Clauses under FAR Part 12
	26-28	Telecommunications Principles for Project Managers

February **(cont.)**	26-03/02	COTR Training
	26-03/09	Intermediate Contract Pricing (CON204)
	27-28	Team Building for Acquisition Personnel

March	01-02	Developing an Independent Government Cost Estimate
	05-06	Contracting for Commercial Items
	07	IRS Purchase Card Training
	07	Providing Sizzling Customer Service
	12-14	Writing Performance-Based Statements of Work
	12-16	COTR Training
	13-14	Simply Grammar
	14	Internet-Based Market Research
	15-16	Write 2 the Point
	19-22	Managing Information Technology Projects
	19-23	Management for Contracting Supervisors (CON333)
	20-22	Earned Value Management
	26-28	Writing Work Statements for Information Technology Resources
	26-30	COTR Training
	26-04/20	Fundamentals of Contracting (CON101)

April	02	Task Order Contracting
	02-06	Advanced Best Value - Source Selection
	04	IRS Purchase Card Training
	09-13	COTR Training
	09-13	Executive Contracting (CON301)
	16-05/10	Intermediate Contracting (CON202)
	24-26	7 Habits of Highly Effective People

April	24-27	Federal Appropriations Law
(cont.)	30-05/04	COTR Training

May	02	IRS Purchase Card Training
	07-18	Fundamentals of Contract Pricing (CON104)
	08	Presentation Advantage
	09-10	Facilitation Skills for Acquisition Personnel
	14-18	Management for Contracting Supervisors (CON333)
	16	Internet-Based Market Research
	21-25	COTR Training
	21-25	Project Leadership, Management, and Communications
	23-25	Writing Performance-Based Statements of Work

June	04-08	COTR Training
	04-08	Scheduling and Cost Control
	06	IRS Purchase Card Training
	12-14	Earned Value Management
	12	Become an Effective Consultant to Your Agency
	25-29	COTR Training
	26-28	7 Habits of Highly Effective People

July	09-13	COTR Training
	11	IRS Purchase Card Training
	11-13	Writing Work Statements for Information Technology Resources
	12	Internet-Based Market Research
	17-19	Writing Performance-Based Statements of Work
	30-08/03	COTR Training

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August	06-10	COTR Training
	08	IRS Purchase Card Training
	20-24	COTR Training
September	10-14	COTR Training
	12	IRS Purchase Card Training

SECTION 4

<u>TAI COURSE OFFERINGS</u>

Acquisition & Project Management Courses

Personal Development Courses

ACQUISITION COURSES

A-76 Contracting

This course provides an in-depth examination of the OMB Circular A-76, and its interfaces with the Federal Procurement process. The course incorporates the latest OMB, FAR, and DOD guidance to explain the dynamics of Competitive Sourcing. The course begins with Performance Statements and Quality Plan considerations then continues with Solicitation Development, Source Selection, and Cost Comparison. The course includes the impact of the FAIR Act as well as information on recent GAO decisions.

DATE

October 30 – 31, 2000

COURSE FORMAT
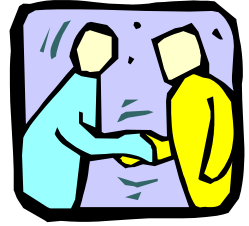
Lecture, discussion, case studies, and practical exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

ACQUISITION COURSES

Advanced Best Value – Source Selection

This course outlines the specific steps and procedures involved in the evaluation and selection of a contractor using negotiated contracting procedures. Participants will learn the basic principles and processes of sound analysis and decision making as it relates to the Federal source selection process.   Major topics include: (1) Introduction to Best Value (2) Establishing Evaluation Factors (3) Evaluating Proposals (4) Holding Discussions (5) Selecting a Contractor for Award (6) Protests, and (7) Streamlining Techniques.

DATE

April 2 – 6, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

Acquisition personnel involved in the source selection process

PREREQUISITE

Participants must have completed the basic Source Selection course

ACQUISITION COURSES

Best Value – Source Selection

This course is designed for individuals who are involved in, or expect to become involved in, best value contracting. This course examines the procedural choices available to the government in a best value contracting effort and how these choices impact competing contractors.

DATE

February 12 – 16, 2001

COURSE FORMAT

Lecture, discussion, practical exercises, and case studies

AUDIENCE

Acquisition personnel involved in the source selection process

PREREQUISITE

Personnel with a basic understanding of the negotiated method of procurement

ACQUISITION COURSES

Contracting Basics for Administrative & Support Personnel

This course provides participants with an overview of the entire contracting process from receipt of a purchase request through contract completion and closeout. The course is designed for participants who are not in the GS-1102 series. Participants are introduced to the organization and utilization of the Federal Acquisition Regulation (FAR), as well as, ethics, and basic contract law.

DATE

January 8 - 9, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

Administrative and support personnel seeking a basic knowledge of the acquisition process

PREREQUISITE

None

ACQUISITION COURSES
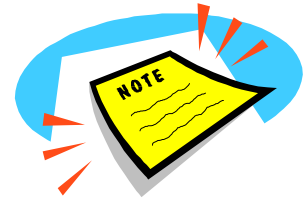
Contracting for Commercial Items

This course shows participants how to conform to Federal rules for awarding contracts for commercial items. This course is essential for all contracting personnel who acquire commercial products and services in the government market place.

DATE

October 16 - 17, 2000
March 5 - 6, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

Acquisition personnel involved in awarding or administering contracts for commercial items

PREREQUISITE

Participants should possess a basic understanding of Federal acquisition

ACQUISITION COURSES

Contracting Officer's Technical Representative (COTR) Training

This course covers the basic elements and features of a contract, various types of government contracts, and the general processes used to develop, award and administer a contract. Participants will learn the role and responsibilities of a COTR and all applicable Federal contract laws.

DATE

October 2 - 6, 2000	April 9 – 13, 2001
October 30 – November 3, 2000	April 30 – May 4, 2001
November 13 - 17, 2000	May 21- 25, 2001
November 27 – December 1, 2000	June 4 – 8, 2001
December 11 – 15, 2000	June 25 – 29, 2001
January 8 – 12, 2001	July 9 – 13, 2001
January 29 – February 2, 2001	July 30 – August 3, 2001
February 26 – March 2, 2001	August 6 – 10, 2001
March 12 – 16, 2001	August 20 – 24, 2001
March 26 - 30, 2001	September 10 – 14, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

Personnel who are preparing to work as a COTR

PREREQUISITE

None

ACQUISITION COURSES

Developing an Independent Government Cost Estimate

A valuable course for technical personnel and others who are charged with the responsibility of developing an Independent Government Cost Estimate (IGCE). Students will learn step-by-step procedures for accomplishing this challenging and often frustrating task.

DATE

October 10 – 11, 2000
January 23 – 24, 2001
March 1 – 2, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

Acquisition personnel involved in developing independent government cost estimates

PREREQUISITE

Contracting Officer's Technical Representative (COTR) course

ACQUISITION COURSES

Earned Value Management

The earned value management overview course is designed to provide
the participants with a comprehensive understanding of the concepts, policies
and procedures of earned value management as it is applied in systems
acquisitions. Although designed for individuals with limited experience
or knowledge of Management Control Systems, the instruction brings the
students to a hands-on appreciation of earned value (EV) as a management
tool. Through lectures, group discussion and case studies and techniques
for integrating cost, assessing contractor performance and risk management
are covered at a basic, useful level.

DATE

March 20 – 22, 2001
June 12 – 14, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

ACQUISITION COURSES

Executive Contracting (CON301)

This five-day course is designed for experienced contract managers throughout all Federal agencies and provides the most current information on new and emerging procurement regulations within the context of the Federal public policy process.

DATE

February 12 – 16, 2001
April 9 – 13, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

1102 series personnel only, grades GS-13 and above

PREREQUISITE

Participants must have completed the Treasury mandatory curriculum for 1102 series personnel

ACQUISITION COURSES

Federal Appropriations Law

This course applies legal reasoning to the federal appropriations law process. Participants will learn how the General Accounting Office Comptroller General decisions establish a framework for an agency's fiscal operations.

DATE

February 6 – 9, 2001
April 24 – 27, 2001

COURSE FORMAT

Lecture, discussion, and case studies
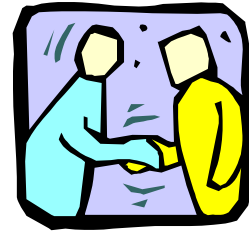
AUDIENCE

Procurement personnel seeking an in-depth understanding of federal appropriations law

PREREQUISITE

None

ACQUISITION COURSES

Fundamentals of Contracting (CON101)

This four-week course provides instruction in all of the basic elements of contracting, from the pre-solicitation phase through post-award administration and contract closeout. Thorough instruction on the use of the Federal Acquisition Regulations (FAR) and the Department of Defense's Supplement to the FAR (DFARS) is combined with exercises for immediate, practical application. The course curriculum provides an accurate picture of the complexity and regulatory nature of government contracting.

DATE

March 26 – April 20, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

1102 series personnel only – all grades

PREREQUISITE

This course is for 1102 series personnel only

ACQUISITION COURSES

Fundamentals of Contract Pricing (CON104)

Designed for the contracting professional, you will learn the foundations of cost and price analysis. With an increasing emphasis on the ability to evaluate cost and pricing data, this is an extremely important, application-oriented course. Lectures on essential techniques, and strategies are augmented by your participation in negotiation workshops. Meaningful understanding is achieved through case studies and exercises. Review of current policy regulating this aspect of contracting makes this a vital, up-to-date course.

DATE

May 7 - 18, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

1102 series personnel only – all grades

PREREQUISITE

Suggested – Basics Algebra skills, Fundamentals of Contracting (CON101)

ACQUISITION COURSES

Government Contract Law (CON210)

The need to understand the impact of legal requirements on the procurement process is very important for everyone in the field of acquisition. The law dictates the interface between the Government and Contractors. Through the use of court cases, administrative decisions, current regulatory information, you will learn how Government Contract Law impacts the daily decisions you make in acquisition. Avoiding legal disputes and maintaining ethical business relationships are integral factors in this study.

DATE

January 22 – February 2, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

1102 series personnel only – all grades

PREREQUISITE

Suggested – Fundamentals of Contracting (CON101)

ACQUISITION COURSES

GWACs, IDIQ Contracts & Schedules

GWACs are contracts for products and services entered into by one Federal agency but available for use by any other Federal agency. This course, allows participants to analyze the types of contracts that have been awarded and areas, such as source selection, ordering procedures, pricing, and contract administration. The course also details multiple award schedule (MAS) contracts and the new simplified acquisition rules for open-market purchases up to $5 million.

DATE

February 21 – 22, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

ACQUISITION COURSES

Information Technology (IT) Contracting

This course allows participants to compare current techniques with concepts evolving from recent changes in the statues governing Information Technology (IT) contracting. Participants will obtain a clear understanding of the IT acquisition process including techniques for preparing solicitations for IT resources.

DATE

December 18 – 20, 2000

COURSE FORMAT

Lecture, discussion, and practical exercises

AUDIENCE

Acquisition personnel involved in information technology contracting

PREREQUISITE

Participants should possess a solid understanding of the Federal acquisition process

ACQUISITION COURSES

Intermediate Contracting (CON202)

This course concentrates on management functions in all phases of contracting. Emphasis is placed on problem analysis and resolution, two major management functions. It is anticipated that knowledge acquired through previous courses and on-the-job-training will be applied throughout this course. Case studies and practical exercises offer ample opportunity to apply knowledge and past experience in analyzing problems and formulating decisions. Discussing alternative solutions and, identifying and evaluating relevant facts help participants develop greater depth of knowledge in the complex areas of contracting. Ethical principles and decision-making skills, as they apply to management, are a prime focus.

DATE

April 16 – May 10, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

1102 series personnel only – all grades

PREREQUISITE

Suggested – Fundamentals of Contracting (CON101)

ACQUISITION COURSES

Intermediate Contract Pricing (CON204)

This course reinforces previously learned pricing skills and provides advanced instruction in price analysis and decision making. The course concentrates first on statistical and economic analysis tools and then on applying these tools in pricing situations. Through exercises (touching on many aspects of contract pricing) and, class discussions, students will gain valuable knowledge and experience in analyses of contract pricing topics, application of appropriate pricing principles, and development of satisfactory solutions.

DATE

February 26 – March 9, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

1102 series personnel only – all grades

PREREQUISITE

Suggested – Fundamentals of Contract Pricing (CON104)

ACQUISITION COURSES

Internet-Based Market Research

This course includes an introduction to market research and six (6) hours of Internet research exercises to enable participants to use the vast capability of the Internet to support market research needs.

DATE

October 18, 2000
January 17, 2001
March 14, 2001
May 16, 2001
July 12, 2001

COURSE FORMAT

Lecture and hands-on exercises using the computer

AUDIENCE

All acquisition personnel

PREREQUISITE

None

ACQUISITION COURSES

IRS Purchase Card Training

The purchase card is a method of paying for authorized Government purchases of supplies and services, either over the counter or by telephone. This training is mandatory for all IRS personnel seeking to receive an IRS purchase card.

DATE

October 18, 2000	April 4, 2001
November 15, 2000	May 2, 2001
December 13, 2000	June 6, 2001
January 10, 2001	July 11, 2001
February 7, 2001	August 8, 2001
March 7, 2001	September 12, 2001

COURSE FORMAT

Lecture and discussion

AUDIENCE

Internal Revenue Service (IRS) personnel seeking to use an IRS Purchase Card

PREREQUISITE

None

ACQUISITION COURSES

Making Acquisition Reform Work

This course examines the most significant aspects of acquisition reform from a new and unique perspective. Unlike most acquisition courses that focus on one particular aspect of acquisition reform, this course takes an integrated approach that explains how procurement professionals can truly achieve the total elusive benefits of acquisition reform. Students will gain practical tips, techniques and strategies that are essential to the successful implementation
of acquisition reform.

DATE

February 1 – 2, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

ACQUISITION COURSES

Management for Contracting Supervisors (CON333)

This course uses a variety of teaching methods, such as the Harvard case study, critical incidents, small group interaction, and self-assessments. Government management issues that challenge acquisition professionals, from pre-award to post-award management, are investigated to sharpen skills in assessment and interpretation of the variables that affect contract performance and mission accomplishment. Students are encouraged to apply and share their experiences and expertise. Through panel discussions, guest lectures, and sharing knowledge, students are encouraged to find new ways to improve their organization's accomplishment of its mission.

DATE

March 19 – 23, 2001
May 14 – 18, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

1102 series personnel only, grades GS-13 and above

PREREQUISITE

Participants must have completed the Treasury mandatory curriculum for 1102 series personnel

ACQUISITION COURSES

Negotiating Commercial Item Clauses under FAR Part 12

The negotiation of commercial item prices offers the rare opportunity to negotiate the risk allocated by the contract's terms and conditions. FAR Part 12 allows the contracting officer the opportunity to tailor clauses similar to commercial practice. This course compares the contrasts FAR Part 12 and non-FAR Part 12 clauses, and analyzes the difference in risk allocations. The course then introduces a methodology to negotiate clauses, and discuss the subsequent impact on price.

DATE

February 23, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

ACQUISITION COURSES

Task Order Contracting

This course provides students with a thorough understanding of task order contracting. Task order contracts provide government agencies with flexible arrangements for acquiring a wide variety of services from commercial organizations. They take many forms, including fixed price-indefinite-delivery, cost-reimbursement, time and materials, labor-hour, or some combination of these. They may require the completion of a clearly defined task, delivery of a level of effort or both.

DATE

October 30, 2000
April 2, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises
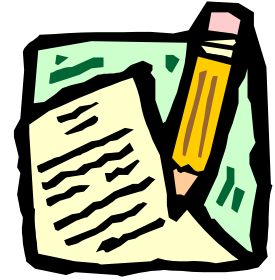
AUDIENCE

Acquisition personnel involved in the use of Task Order contracts

PREREQUISITE

None

ACQUISITION COURSES

Writing Performance-Based Statements of Work

This course demonstrates how to lay a foundation for writing a performance-based statement of work. You'll learn the critical steps to take in procurement planning and request for proposal preparation to implement the performance-based approach.

DATE

October 24 – 26, 2000
January 16 – 18, 2001
March 12 – 14, 2001
May 23- 25, 2001
July 17 – 19, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

ACQUISITION COURSES

Writing Work Statements for Information Technology (IT) Resources

This three-day class is designed for information technology program personnel who develop work statements to describe their requirements. Contracting personnel who must review IT work statements will also benefit. This is a hands-on course that includes an overview of the IT acquisition process, and writing requirements for IT resources.

DATE

October 18 – 20, 2000
March 26 – 28, 2001
July 11 – 13, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

Acquisition personnel involved in writing and/or reviewing IT statements of work

PREREQUISITE

None

PROJECT MANAGEMENT COURSES

Managing Information Technology Projects

This course will give you a hands-on experience, practicing your skills in building information technology project requirements and work breakdown structures. You'll learn a sound logical framework for scheduling and controlling project activities. And you'll master techniques for estimating, forecasting, budgeting, monitoring, controlling, analyzing, and reporting costs and interpreting the meaning of earned-value data.

DATE

March 19 – 22, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

All information technology acquisition personnel

PREREQUISITE

None

PROJECT MANAGEMENT COURSES

Managing Projects in Organizations

Get a solid understanding of project management methods with this comprehensive introductory course. Gain practical experiences in proven project management techniques and discover a wealth of valuable, flexible tools that you can use immediately to ensure the success of any project in any type of organization. You'll learn project management skills through case studies, hands-on exercises, and a broad array of practical experiences that can immediately be applied to your job. This approach yields a comprehensive project management experience, including the early stages of defining project requirements, developing work breakdown structures, project change control, and closeout.

DATE

October 2 – 4, 2000

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises
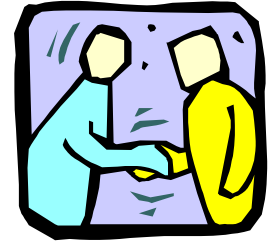
AUDIENCE

All acquisition personnel

PREREQUISITE

None

PROJECT MANAGEMENT COURSES

Project Leadership, Management, and Communications

This project management course will give you the opportunity to practice key problem-solving and decision making skills. You'll learn how to empower yourself and other team members through more effective negotiation. You'll gain a clear understanding of why concise communication is so important regardless of how a project is organized. You will also discover how your individual leadership style influences the course a project will take.

DATE

May 21 – 25, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

PROJECT MANAGEMENT COURSES

Quality for Project Managers

More and more businesses today are realizing that in order to guarantee
customer satisfaction and therefore remain competitive in the marketplace,
they must institute project management quality concepts, tools, and techniques
into their organization.   You'll learn about the philosophy and principles of quality
management and learn how to translate these concepts into specific actions
that are key to successful improvement efforts. You will practice concepts,
tools, and techniques using an integrated case study that requires
application of skills learned.

DATE

February 5 – 7, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

PROJECT MANAGEMENT COURSES

Risk Management

Project Management is opportunity management. It is the ability to seize opportunities, minimize threats, and achieve optimum results. Too often, risk management is seen as reactive, or worse, unresponsive. Nothing could be further from the truth. In this course, you'll work through the proactive approach to threat and opportunity – based on a clear understanding of the powerful nature of both qualitative and quantitative approaches to risk management.

DATE

December 4 – 6, 2000

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

PROJECT MANAGEMENT COURSES

Scheduling and Cost Control

This course will give you a hands-on experience, practicing your skills in building project requirements and work breakdown structures. You'll learn a sound logical framework for scheduling and controlling project activities. You will also master techniques for estimating, forecasting, budgeting, monitoring, controlling, analyzing, and interpreting the meaning of earned-value data.

DATE

June 4 – 8, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

PROJECT MANAGEMENT COURSES

Telecommunications Principles for Project Managers

Learn the fundamental principles in telecommunications networks with an emphasis on incorporating voice and data capabilities in information systems design. Learn how telecommunication technologies are evolving and how communication systems function and integrate with existing architectures. Explore how standards apply to voice and data networks and which constraints influence the design and implementation of telecommunications projects.

DATE

February 26 – 28, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

PERSONAL DEVELOPMENT COURSES

Becoming an Effective Consultant

Effective consultants come to be known as powerful resources in organizations. Now, more than ever, agency personnel must learn the skills of an effective consultant. In this course, you will be treated to the secrets of today's most sought-after consultants. You will leave with the ability to bring your unique value to any specific function within your agency.

DATE

November 9, 2000
June 12, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

PERSONAL DEVELOPMENT COURSES

Dealing with Difficult People

Everyone has to deal with at least one difficult person. To be successful at work, we need to be able to deal effectively with colleagues, customers, managers, service providers, sales staff, administrators, and people trying to influence us. This course takes you through the process necessary to deal with "difficulties." Handling aggression and apathy while motivating yourself and others is quite a challenge. When you learn the secrets of the system, the problems of the difficult people will belong to them, not to you.

DATE

December 5, 2000

COURSE FORMAT

Lecture, discussion, and practical exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

PERSONAL DEVELOPMENT COURSES

Enhanced Communication in the Workplace

In this course you will learn how to influence others in a positive manner, develop compassion and understanding for people who do not think like you, become a powerful and convincing negotiator and enhance your ability to communicate in your professional and personal life. Everyone in a given organization can benefit from this course. Managers, supervisors, and employees at any level will learn valuable insights into themselves and others.

DATE

October 23, 2000

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

PERSONAL DEVELOPMENT COURSES

Facilitation Skills for Acquisition Personnel

Team management facilitation skills are taught from the prospective of the acquisition process. These skills may be applied to any teaming requirement. Students will be taught the skills necessary to be a qualified team facilitator. The following are just a few of the topics covered during the course:

- ❖ **The Facilitator's responsibilities to the Group as Coach, Teacher, Advocate and Advisor**
- ❖ **The Principles of adult learning, group process observation as well as facilitator observation**
- ❖ **The communication process and barriers to Effective Communication**
- ❖ **Non-Verbal Communication, Effective Listening Skills, Feedback, Group Activity – Feedback Styles**
- ❖ **Questioning Skills, Communication Process Model, Structured Feedback Process Model**
- ❖ **Personal Profile System, Stages of Group Development**
- ❖ **Decision Making and Dealing with Conflict**
- ❖ **Participants will also receive a sample meeting guide for use in the workplace.**

DATE

November 16 – 17, 2000
May 9 – 10, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

PERSONAL DEVELOPMENT COURSES

Making Meetings Work

This workshop presents proven techniques for conducting successful and productive meetings. These techniques enable the participant to design and conduct meetings that people will feel good about attending. This workshop provides techniques for increasing the productivity of meetings in which one is only a participant.

DATE

February 6, 2001

COURSE FORMAT

Lecture, discussion, and case studies

AUDIENCE

All acquisition personnel

PREREQUISITE

None

PERSONAL DEVELOPMENT COURSES

Presentation Advantage

This seminar will teach students how to give dynamic, effective presentations with power and professionalism!

DATE

December 6, 2000
May 8, 2001

COURSE FORMAT

Lecture, discussion, and practical exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

PERSONAL DEVELOPMENT COURSES

Providing Sizzling Customer Service

This workshop is packed full of practical tips for delighting your customers. Customer Service is already a priority for your department. In this seminar you will learn how to do a little bit more and make it legendary. You will learn everything from how to get frontline employees to see themselves as ambassadors to strategies for turning complaints into an opportunity to shine.

DATE

January 4, 2001
March 7, 2001

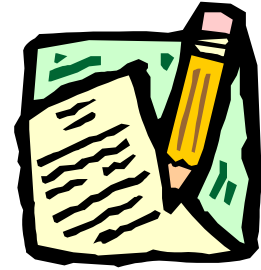### COURSE FORMAT

Lecture, discussion and exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

PERSONAL DEVELOPMENT COURSES

Simply Grammar

Your messages (both oral and in writing) should project an air of confidence and style. But do they? What are your words saying about you? Your message can be crisp, decisive and influential or terribly lackluster and damaging. This course will enable you to increase the impact, clarity and overall effectiveness of your verbal communication as well as your written products. And if you've ever had your grammar corrected, this is your chance to eliminate embarrassing usage problems in the future.

DATE

March 13 – 14, 2001

COURSE FORMAT

Lecture, discussion, and exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

PERSONAL DEVELOPMENT COURSES

Team Building for Acquisition Personnel

The acquisition process in the government today relies on all persons in the process working together, sharing their knowledge and working in a coordinated fashion to satisfy the government's needs. This course is built around teams responsible for developing acquisition requirements and satisfying these requirements through the acquisition process. The course teaches students how to actively participate as a team member, and the tools of team building. Students will be given a thorough understanding of their role as a team member, their responsibilities, and role in the process. This course is recommended for all personnel that participate on an acquisition team.

DATE

February 27 – 28, 2001

COURSE FORMAT

Lecture, discussion, case studies, and practical exercises
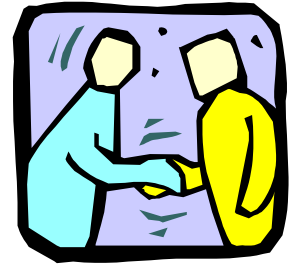
AUDIENCE

All acquisition personnel

PREREQUISITE

None

PERSONAL DEVELOPMENT COURSES

The 7 Habits of Highly Effective People

This course teaches the seven habits of highly effective people and discusses the relevance of each of the habits to work and personal life. This course also demonstrates tips, techniques, and strategies for implementing each of the seven habits to improve performance.

DATE

November 7 – 9, 2000
April 24 – 26, 2001
June 26 – 28, 2001

COURSE FORMAT

Lecture, discussion, and exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

PERSONAL DEVELOPMENT COURSES

What Matters Most (Formerly Time Management)

This course will help participants acquire the techniques of time management so they can focus on what is truly important to them, both personally and professionally. It is intended for those who want to gain control of their time, their responsibilities, and their life.

DATE

January 31, 2001

COURSE FORMAT

Lecture, discussion, and exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

PERSONAL DEVELOPMENT COURSES

Write 2 the Point

Do you spend a lot of time writing (or rewriting) because your supervisor is dissatisfied with your written materials? This course is designed to help you write more effectively with less effort by applying a simple step-by-step approach to writing. You'll be able to overcome poor writing tendencies and organize your thoughts to write dynamic products. You'll also be able to overcome writer's block and reduce your anxiety by learning and practicing easy techniques to make your writing clear, concise, and powerful.

DATE

March 15 – 16, 2001

COURSE FORMAT

Lecture, discussion, and exercises

AUDIENCE

All acquisition personnel

PREREQUISITE

None

SECTION 5

<u>TRAINING REGISTRATION FORM</u>